

## **SECRETARY**

Responsible to: Chair

### **Job Description:**

- Serve as secretary to the Executive Committee
- Assist with Executive Committee meeting agenda layout
- Notify Executive Committee and DAI membership of upcoming meetings 4 weeks in advance; send reminder approximately one week prior with meeting agenda
- Locate and secure facilities for meetings
- Arrange remote meeting access, as needed
- Take meeting minutes and distribute electronically to Executive Committee and members within 2 weeks of the meeting
- Prepare handouts for distribution at meetings
- Serve as custodian for all records and reports
- Other related duties, as deemed appropriate

### **Time Commitment:**

- Approximately 2-4 hours per month
- Attend Executive Committee meetings
- One year availability

### **Qualifications:**

- Ascribe to DAI mission, goals and bylaws
- Possess strong organizational skills
- Proficient in Microsoft Office and general computer skills
- Proven ability to work independently
- Excellent interpersonal and communication skills